

**NEEDS ASSESSMENT COMMITTEE
DETROIT HEALTH DEPARTMENT 420-B
April 21, 2003
12:00 P.M. – 2: 00 P.M.**

MINUTES

The regular meeting of the Needs Assessment Committee of The Southeastern Michigan HIV/AIDS Council was called to order by Co-Chair, Mallory Waldman, at 12:18 PM in room 420B of the Detroit Health Department on Monday April 21, 2003. Both Co-Chairs were present. The minutes of the last meeting, on 3/17, were read and approved.

Present

Mallory Waldman, Co-Chair
Brenda Stimson, Co-Chair
David Perkins
Waymond Burkes
James Brewer
Felix Sirls (left early)
Jonsea' Nelson
Carolyn Radcliffe-Bankston
Keith Meeks (Co-Chair, LTP Committee)

Staff-SEMHAC

Joy Royes, Planning Coordinator
Karla Handley, Sr. Program Consultant

Staff-DHD

Lydia Myers-HIV/AIDS
Sybil Lyons-Davis-HIV/AIDS (Co-Chair, LTP Committee)
Sarah Farrell-HIV/AIDS
Dr. Calvin Trent-Substance Abuse

OLD BUSINESS

Keith Meeks and Sybil Lyons-Davis, representing the Long Range Planning Committee, revisited this committee to ascertain whether or not objectives had been developed to reach the two goals, Access and Capacity Planning, that had been assigned to the Needs Assessment Committee and presented by Sybil and Keith at the meeting on March 17 as a part of the Long Range Plan. Mallory stated that the information regarding both goals would not be available until after the surveys are returned and analyzed. Joy Royes clarified the status by saying that Access and Capacity Planning had been built into the surveys on the front end. In other words, when the surveys were designed these issues were integrated into the questions. The new surveys, which were developed by the NA Committee this year, will continue to be used until it is clear, based on HRSA guidelines, that they must be revised. Trends will be identified based on the data, both our own and that provided by others within the health department. Therefore, yes, the objectives have not only been developed, but also completed. Joy stated that a comprehensive report on new trends would be available in September.

NEW BUSINESS

The Community Leader's Forum/Needs Assessment Kick Off is tomorrow, Tuesday April 22 from 9 AM – Noon, in the Chapel. Ryan White providers and other interested individuals/groups in the HIV/AIDS Community have been invited to attend. Information will be provided regarding the process used by the Needs Assessment Committee to gather and compile data. The three surveys, for providers, consumers in care, and HIV+ individuals out of care, will be distributed and the names of volunteers willing to host focus groups will be collected. Providers are contractually required to participate in the assessment, and each agency will determine individually how it will administer surveys to clients. This will be the first year that provider compliance will be tracked, as a component of the percentage of client survey participants to the total number of clients the provider serves. The Grantee will be provided with this data. Individuals who complete the survey will do so confidentially. However, as a quality control measure, the provider who administers the survey will be identified using a coding system.

Focus Groups

Specific populations that will be targeted are: IDUs, White MSM's, Transgender, Latino, Over 50, Recently Released/ Formerly Incarcerated, and Youth. Dr. Calvin Trent suggested that a focus group for IDUs be scheduled at SHAR House because they are doing Hepatitis C support groups, and some participants are positive. Joy Royes stated that training is to be scheduled with Dr. Trent's staff, similar to the Needs Assessment Kick-Off, so that they can assist with the Focus Groups. Jonsea' Nelson suggested that we contact housing providers and Sybil provided a statewide list of those contacts. Focus group facilitators will use a script to ensure that each group is introduced to the survey in the same manner and is given identical instructions. Training will be done for facilitators by SEMHAC staff.

Interns

Lydia Myers has been in touch with the Psychology Department at University of Detroit/Mercy, and will follow up with a Professor there who may be able to put us in touch with students having an interest in our Needs Assessment Internship to satisfy a summer project requirement. Also, she has contacted Marygrove College, but has not received a response to her inquiry. Joy Royes has sent out a call for interns to major universities in this area. One of the challenges is that some respondents are expecting to be highly compensated. The emphasis, therefore, is on finding a class that wants to do an internship as a project for research credit. Dr. Trent has a contact at Eastern Michigan University who may be able to assist us. Joy stated that the deadline for submission of surveys is May 31, so interns will be in place by that time. Targeted geographical areas are Monroe, Oakland, Lapeer and St. Clair counties, so interns will be assigned to do focus groups in those areas, which will provide an opportunity to refine their interviewing skills if this is one of their goals. Interns will be responsible for interviewing, focus group facilitation, data entry and data analysis. Dr. Trent volunteered to supervise PhD level students.

NEXT MEETING

The next meeting is May 5, 2003 from 12:00 – 2:00 PM in Room 420B.

THE MEETING ADJOURNED AT 1:40 PM.

Minutes transcribed by Karla Handley

Co-Chair Signature _____ Date _____